Placements with CIP/COP/Children's Waiver Funding:

When documenting a placement for a child in eWiSACWIS who is receiving funds from CIP, COP or Children's Waiver, you must enter the placement on the Out of Home Placement page. If the placement is in a foster home or treatment foster home, the full cost of care must be recorded using the Foster Care Rate Setting page.

Funds that are received from CIP, COP or Children's Waiver to offset the child's cost of care must be documented in eWiSACWIS as a trust account benefit type. Each month the agency's trust account manager must record the CIP, COP, Children's Waiver monies received as well as the amount of the required local match on the General Trust Account page, Ledger tab.

Note: Because of the high amount of funding that is received from a CIP/COP placement, a deposit in excess of the Maximum Spending Limit may issue a Spend Down Tickler to the assigned Trust Account Manager. Also eWiSACWIS will flag a child on the Trust Account Current Balance report (r-FM0701/r-FM0705) as spend down required. This spend down tickler is issued to highlight accounts where child have excess funds, which may affect eligibility. However, this tickler will automatically be removed when the monthly draw-down batch inserts withdrawal entries to offset the cost of care. It is important that the Trust Account Manager monitors this information, and ensures the funding is applied toward the cost of care.

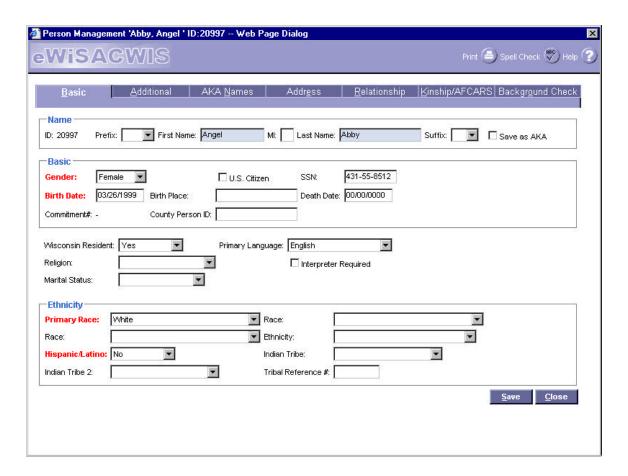
The following pages will document the example of a <u>Foster Home placement</u>. Following the documentation of the placement and rate setting will be an example of creating and maintaining the <u>Trust Account page for a CIP/COP/Child Waiver child</u>.

Foster Home Placements:

A foster home is a home provider. Foster homes are paid using the Uniform Foster Care Rate. Any payment over the basic rate must be documented on the Foster Care Rate Setting page.

Exception: Foster Home – Out of State

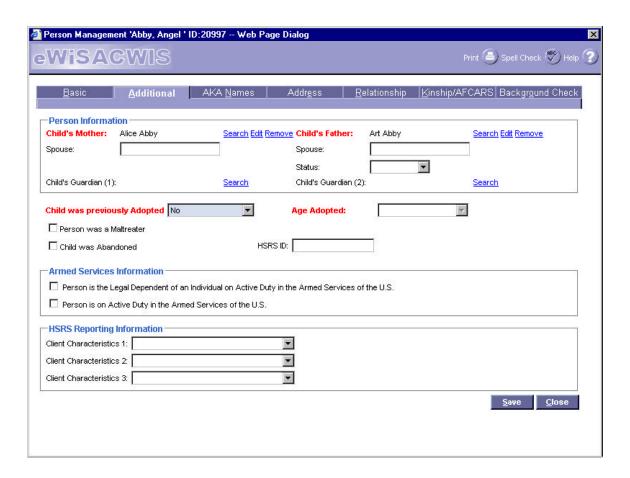
If the placement you are entering is a placement in an out-of-state foster home, the Child Specific Rate field will be enabled after selecting the Foster Home-Out of State Service Category and the Foster Home Out-of -State Service Type. You must enter the entire amount to be paid to the foster parent provider in the Child Specific Rate field.



Person Management Page>Basic Tab

Step 1 of 7

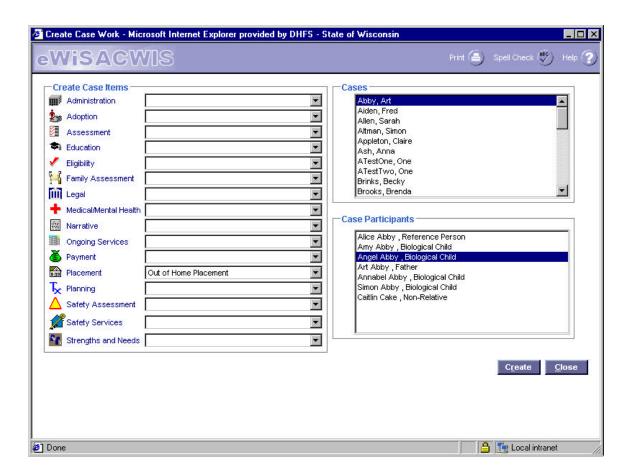
- Before you can create the Out of Home Placement, you must document the child's date of birth and gender. You should also document the child's SSN and ethnicity.
- From the eWiSACWIS desktop, click on the case expando.
- Click on the appropriate case name to launch the Maintain Case page.
- On the Maintain Case page, click on the child's name whose date of birth and gender will need to be documented. This will launch the Person Management page for that child.
- On the Basic Tab of the Person Management page, enter the child's date of birth, gender, SSN and ethnicity.



Person Management Page>Additional Tab

Step 2 of 7

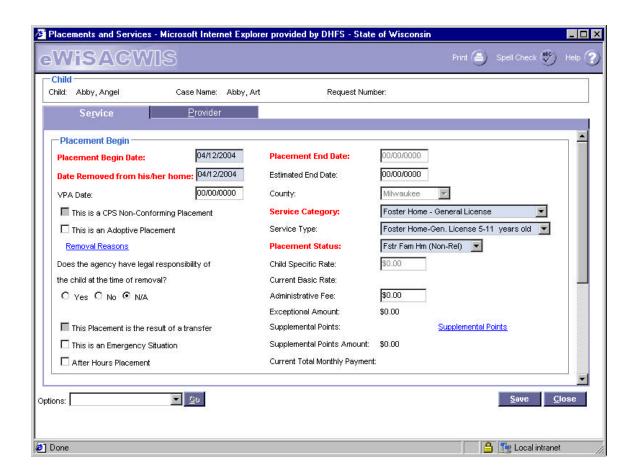
- Document the child's mother and father.
- From the Person management page, select the Additional tab.
- Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.
- From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Additional tab and (depending on which hyper link you selected) will populate the person you selected into the Child's Mother and/or Child's Father field.
- Click Save and then click Close on the Person Management page.



Create Casework Page

Step 3 of 7

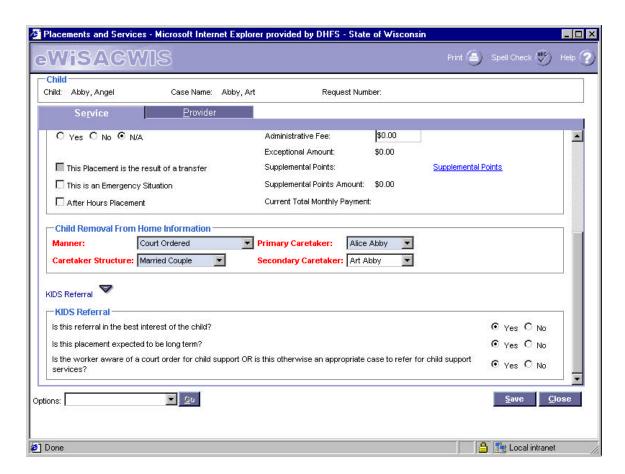
• From the Create Casework page select: Placement>Out of Home Placement>Case>Case Participant>Create



Placements and Services Page>Service Tab

Step 4 of 7

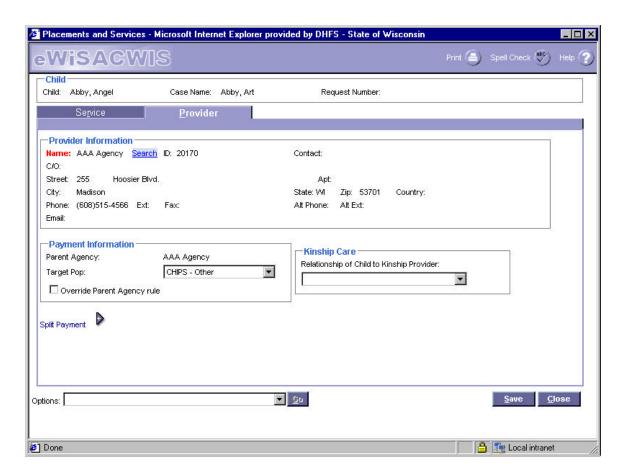
- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home and the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose the appropriate foster home category.
- In the Service Type field choose the appropriate foster home service type based upon the child's current age.
- In the Placement Status field choose the appropriate value Foster Family Home (Non-Relative) or Foster Family Home (Relative).



Placements and Services Page>Service Tab (continued)

Step 4 of 7

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.



Placements and Services Page>Provider Tab

Step 5 of 7

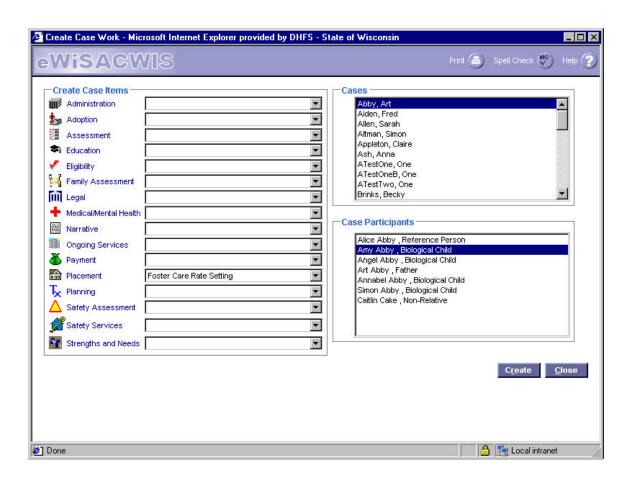
- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the foster home provider's name in the Parent Agency field <u>and</u> the payment is to go directly to the foster home provider, check the Override Parent Agency rule checkbox.

If the Override Parent Agency rule checkbox is not selected, the eWiSACWIS system will generate the automatic payment(s) as follows:

Not for Profit Child Placing Agency: The admin payment plus foster care provider payment will be sent to the Not for Profit Child Placing Agency.

<u>For Profit Child Placing Agency:</u> the admin payment will be sent to the For Profit Child Placing Agency and the foster care provider payment will be sent to the foster care provider agency.

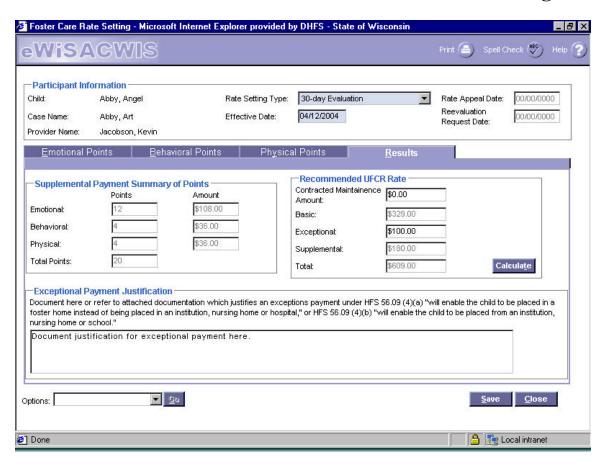
- In the Target Pop field choose the appropriate value. The default value is "CHPS-Other.
- Return to the Service tab
- To approve the placement and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then click Close on the Placements and Services page.



Create Casework Page

Step 6 of 7

 Click Create>Casework>Placement>Foster Care Rate Setting>Case>Case Participant>Create



Foster Care Rate Setting Page>Results Tab

Step 7 of 7

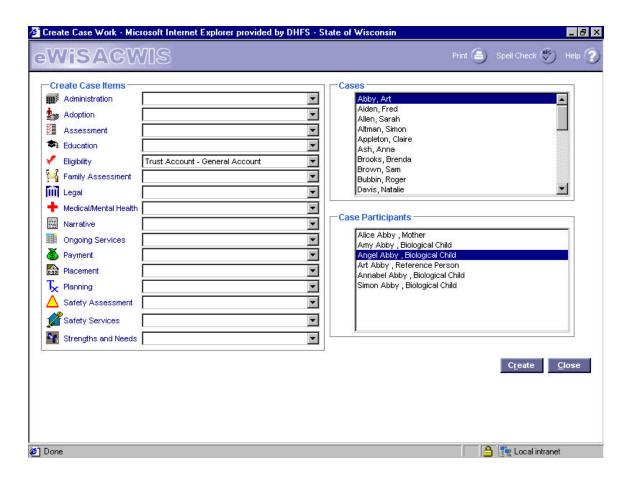
Important information regarding the Foster Care Rate Setting page:

In order to pay the foster home a rate above the basic rate, the worker must complete the Foster Care Rate Setting page and send it to your agency's Rate Setter for approval.

- Complete the header group box with the appropriate values.
- Complete the Emotional, Behavioral and Physical Points tabs.
- On the Results tab enter the Exceptional Amount in the designated field. Any amount entered in the Exceptional field will require a justification in the Exceptional field will require a justification in the Exceptional Payment Justification text field.
- Click the Calculate button
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then click Close on the Foster Care Rate Setting page.

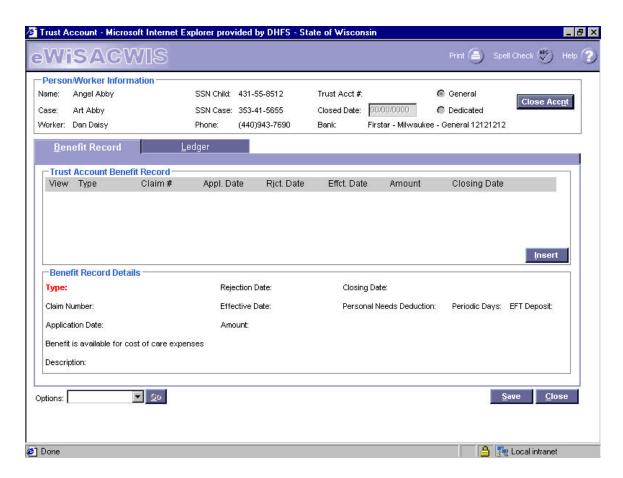
<u>Trust Account Management for a child receiving CIP/COP/Children's</u> Waiver monies:

Once the placement of the child is documented in eWiSACWIS, the Trust Account Manager creates a general trust account for the child, inserts a Benefit Record for the monies received and maintains the account information on the Ledger.



Create Casework Page (Trust Account – General Account)Step 1 of 5

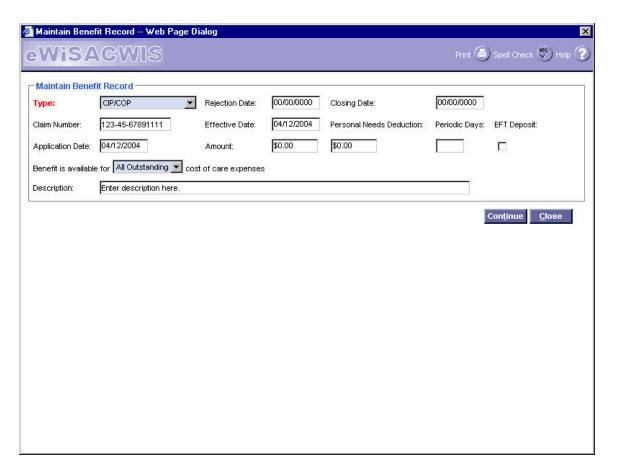
• From the Create Casework page select: Eligibility>Trust Account – General Account>Case>Case Participant>Create



Trust Account Page>Benefit Record Tab (Trust Account – General Account)

Step 2 of 5

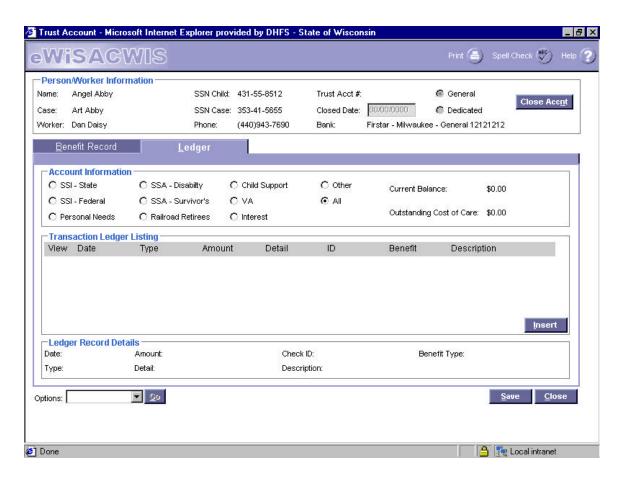
• Click Insert to access the Maintain Benefit Record pop-up page.



Maintain Benefit Record Pop-Up Page

Step 3 of 5

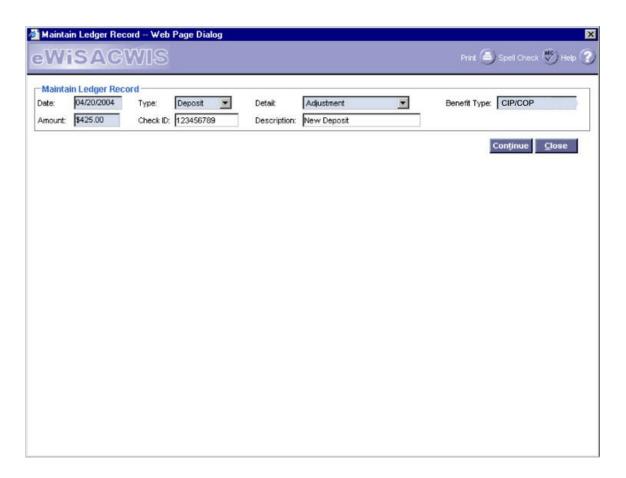
- In the Type field select CIP/COP
- In the Benefits Available For field select All Outstanding
- Complete the rest of the fields with available data.
- Click Continue to return to the Benefit Record tab.



Trust Account Page>Ledger Tab (Trust Account - General Account)

Step 4 of 5

• When benefits are received and need to be recorded click Insert to access the Maintain Ledger Record pop-up page.

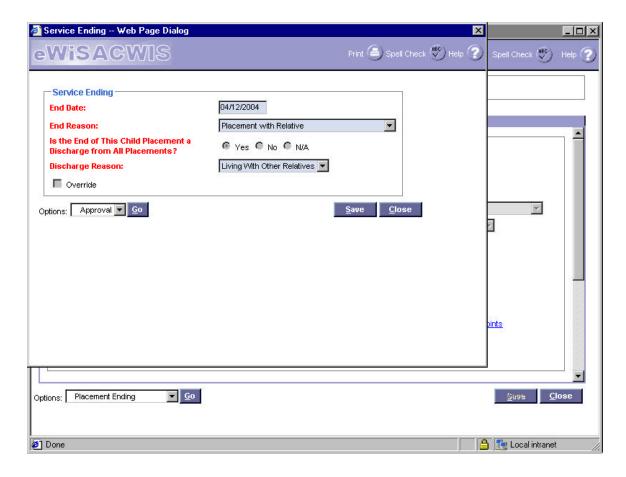


Maintain Ledger Record Pop-Up Page

Step 5 of 5

- On the Maintain Ledger Record pop-up page complete all needed fields.
- In the Benefit field select CIP/COP
- When all data is entered click Continue to return to the Trust Account Ledger tab.
- Click Save and Close.

Ending a Placement in eWiSACWIS



Placements and Services Page>Service Tab

Step 1 of 1

- From the Service Tab of the Placements and Services Page select: Options>Placement Ending>Go
- On the Service Ending pop-up page enter the correct End Date and End Reason.
- Some End Reasons will automatically record a Yes to the question: "Is the End of This Child's Placement a Discharge from All Placements".
- If the Child's Placement is a Discharge from All Placements, you must also record the appropriate Discharge Reason.
- To approve the Placement Ending and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then Close on the Service Ending pop-up page.
- Click Close on the Placements and Services page.